

UW TACOMA'S FIRST GEN FAMILY FORUM

<https://www.tacoma.uw.edu/pre-collegiate>

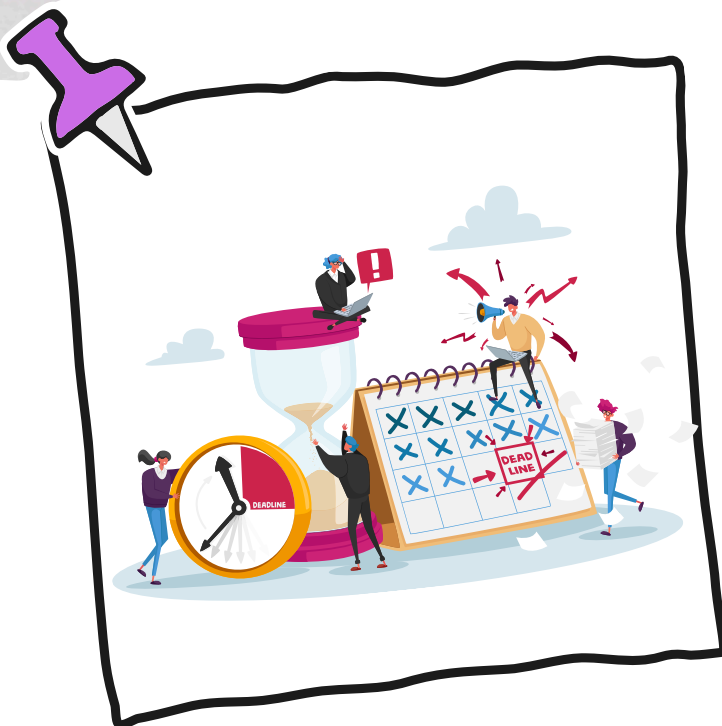
April and
May
2025

Soft Skill Focus: Professionalism

PROFESSIONALISM isn't one thing; it's a combination of qualities. A professional employee arrives on time for work and **manages time effectively**. Professional workers take responsibility for their own behavior and work effectively with others. High quality work standards, honesty, and integrity are also part of the package. **Professional employees look clean and neat and dress appropriately for the job**. Communicating effectively and appropriately for the workplace is also an essential part of professionalism.

Time Management @ home

- **Daily Planning:** Encourage kids to plan their day the night before, listing out the tasks they need to accomplish.
- **Set Consistent Times:** Establish regular times for waking up, meals, homework, and bedtime to create a predictable routine.
- **Use Visual Aids:** Use planners, calendars, or charts to visually map out the day or week. This can help kids see their schedule at a glance.
- **Incorporate Breaks:** Ensure there are regular breaks to rest and recharge, which can improve focus and productivity.
- **Flexibility:** Allow for some flexibility in the schedule to accommodate unexpected changes or interests that may arise.
- **Review and Adjust:** At the end of the week, review what worked and what didn't, and adjust the schedule as needed.



FIRST GEN STUDENT SPOTLIGHT



Trinity U
Criminal Justice 2024

"I grew up in the foster care system. I didn't have much family there to support me at first. I had no examples of a college-educated person. Learn from your obstacles and challenges. Use love, passion and inspiration to face challenges and overcome your barriers. Turn your pain and fear into motivation to make change."

HOW TO DRESS FOR SUCCESS



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